



**KEEPING  
YOU SAFE  
EVERY STEP  
OF THE WAY**

## Moving Checklist

### A WEEK BEFORE MOVING

- Make an inventory list of everything you want to move
- Donate all of the clothing or furniture you are not planning on taking with you
- Book the Building moving elevator and
- Confirm parking arrangement for truck
- Request change of address kit from post-office
- Prepare a list of business firms and personal accounts who should be notified of your upcoming move
- Arrange cut-off and activation dates for utility companies
  - Telephone  Cable
  - Gas/Water  Garbage  Electricity
- Transfer homeowners insurance policie
- Label items you need to access easily
- Clean out the refrigerator/plan to defrost and dry day before move
- Schedule to have utilities turn on at your new home
- Confirm travel arrangements for pets

### 2 DAYS BEFORE MOVE

- Prepare suitcases with at least 2 days change of cloth for each member of the family
  - Place in the suitcases
    - Shower essentials / Towels
    - Important Records/Documents

### 1 DAY BEFORE MOVING

- Mark boxes you'll need first as "last load"
- Unplugged all electronics : Plasma TV's should be unplugged the day before so they are at room temperature on move day
- Only if asked to do so-remove pictures from the walls.
- Mark each box you are packing with their destination room, top and side of box
- Remove all heavy and breakable items from dressers and desks
- Remove all linens from bed
- Check all rooms, closets, cabinets
- Prepare an essentials box with:
  - Toilet Paper (unopened)
  - Snacks/Instant Coffee
  - Scissors/Pocket Knife
  - writing implements
  - Garbage Bags
  - Dish Soap and Towel
  - Pet Food and Dish
  - Flashlight
  - Portable Tool Kit
  - All-Purpose Cleaner (unopened)
  - Some Mug/Plate/Cutlery
- Before you leave the house Don't forget:**
  - Shut off water/ Shut off A/C
  - Turn off lights/Windows shut and locked
  - Surrender house keys